

**CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY  
ASSOCIATE GOVERNMENT PROGRAM ANALYST**

Under the general direction of the Deputy Secretary, in the office of Policy and Strategic Planning (PSP) at the California Health and Human Services (CalHHS), the Associate Governmental Program Analyst (AGPA) provides independent administrative and analytical support for executive staff over the Behavior Health, Whole Child Health, Poverty, Homelessness, and the Children and Youth Behavioral Health programs.

The AGPA performs analytical tasks in a variety of administrative support roles and is expected to consistently demonstrate a high degree of initiative, have excellent writing skills, possess good judgment and effectiveness in working with others, and is proficient using Microsoft Office applications including PowerPoint. The AGPA shall have the ability to work independently and follow-through in performing assigned tasks. In order to meet deadlines within overlapping timeframes, the AGPA must maintain flexibility due to changing priorities. The AGPA is expected to engage with executives from the CalHHS and departments, as well as executives from other government and non-government organizations. As a result, the AGPA must also demonstrate extreme tact and professionalism to accomplish the tasks of the organization.

The incumbent will perform the following duties:

- 40%      Researches extensively on policies, regulations, program instructions, information memoranda, and other policy documents governing behavioral health programs. This research is presented to the Assistant Secretary; accuracy and timeliness of research delivery is crucial in accomplishing the goals of the Agency. The AGPA also assists the Deputy Secretary with coordinating strategic plans and long-term goals to more effectively and efficiently streamline behavioral health treatment and development programs. This is accomplished through research and analysis of existing laws, policies and best practices related to behavioral health, and making recommendations, and providing alternatives to the Deputy Secretary.
  
- 20%      Develops, manages, and implements special projects directed by the Deputy Secretary and other CalHHS executive staff. Special projects may include researching and providing recommendations regarding legislation as well as program and/or court decisions. The AGPA must also develop a method to track information, provide updates on information, and present information while working under tight timeframes.

- 15% Serves as the lead analyst in providing administrative support for meetings, focus group sessions, work groups sessions, presentations, surveys, and other communication forums led by the Deputy Secretary or Executive Director. The AGPA works extensively prior to and following these gatherings on assignments. The AGPA researches meeting-related content and provides the analysis to the meeting host; prepares agendas and meeting materials; prepares PowerPoint presentations; sets up virtual and non-virtual meetings; composes and submits meeting minutes; compiles meeting-related statistics using Excel. The AGPA also provides technical training to meeting attendees when required. Additionally, the AGPA acts as the Communication Access in Real-time Translation coordinator which involves communication with the Department of Rehabilitation to confirm meeting dates/times, ensure meeting links and agendas are provided to the closed captioner prior to the meeting, and facilitate virtual meetings.
- 10% Serves as the procurement and contract contact for the PSP team. Works closely with the PSP team and the CalHHS Acquisition Specialist to procure goods and services needed for the PSP team. The AGPA shall maintain good working relationships with the contractors and serve as the single point of contact on all contract related matters. Tasks include: understanding the requirements and provisions of the contracts including the terms and conditions; monitoring the contractors' performance and progress towards meeting milestones and deliverables; developing and participating in the deliverables acceptance process; preparing deliverable acceptance letters; maintaining contractual records; providing support on contract extensions, amendments, and participating in the associated negotiations; identifying potential risks and issues, and participating in the mitigation or resolution process; and effectively working with other CalHHS staff on contract related activities.
- 10% Provides additional administrative support to the Deputy Secretary and other CalHHS executive staff on a variety of tasks. These tasks include calendaring, preparing travel logistics; setting up virtual meetings and troubleshooting technical difficulties; updating contact information; completing and submitting reimbursement claims; serving as the PSP SharePoint administrator; and conducting other support tasks assigned by the Deputy Secretary or Executive Director.
- 5% Other duties as assigned.